

DO NOT INCLUDE THIS PAGE IN THE PROJECT MANUAL

DIVISION 1

**SECTION 00 21 00
INSTRUCTIONS TO THE PROFESSIONAL**

These Sections of Division 1 are supplied as a guide specifications to be used by the Professional in developing the project specifications. The verbatim incorporation of these Division 1 specifications in the Project Manual is expressly forbidden because numerous decisions must be made by the Professional regarding the nature of the project. For this reason, the notes to specifier (shown between lines) set out the options available to the Professional when preparing a specification and to ensure that sound professional judgment is applied.

Appropriate changes and additions required by the specific project and the notes must be made. Where numbers, words, phrases or sentences are enclosed in brackets [], a choice or modification must be made. Where blank spaces [] occur in sentences, the appropriate data must be inserted. Where sentences, phrases or entire paragraphs are not applicable, they should be deleted. Additional sentences may be added if necessary. The final project specifications must not include notes to the Professional.

These sections are not intended to be all inclusive. The Professional may add sections, or delete sections as required to accommodate the project's specific needs. Capital projects will most likely require a more extensive Division 1 than minor projects. The specification writer should use due diligence not to include sections that do not apply to the Project.

Modifications or additions made to any Section of the Division 1 and Sections proposed to be deleted from or added to Division 1 must be brought to the attention of the FIU's Project Manager and shall be subject to his/her approval prior to incorporating in the Project Manual.

Do not delete or modify the footer appearing at the bottom of every sheet. The project number and name, only, shall be added to the bottom left side of each page. The date of the Contract Documents shall replace the edition date of the Master File.

The forms referenced throughout these documents may be downloaded from the FIU Facilities Management website (<http://facilities.fiu.edu>) and are included herein for reference purposes.